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RECORDS MANAGEMENT DIVISION

Chief, Vital Materials Repository

30 June 1954

Chief, Records Systems Branch/RMD/MS

Vital Materials Quarterly Inventory

1. In accordance with our previous discussions, we would like to make the revised quarterly report procedure effective with the first quarter of fiscal year 1955. The purpose of this memorandum is to document the timing and actions necessary as shown below:

a. For the quarter ending 30 June 1954 prepare an inventory listing of all vital material in accordance with your previous practice. This listing will serve as the annual inventory until the end of the current calendar year, when the next complete relisting will be made using Form 36-292.

b. In the period 1 July to 30 September 1954 repunch all the accumulated inventory cards with the revised code for depositing offices and divisions and eliminate the present file classification code.

c. In the period 1 July through 30 September, review the inventory and prepare consolidated inventory cards for the consecutively numbered items which by agreement with the depositing office need not be listed individually.

d. Starting 1 July 1954 punch inventory cards for all accretions with the new deposit number as shown on the transfer slip and omit the discontinued file classification code.

e. Starting 1 July 1954 accumulate the inventory cards for all withdrawals for the quarter and repunch with the code for the depositing office and division.

f. At the end of each calendar quarter starting 30 September 1954 list the accumulated deposits and withdrawals for each office on Form 36-292 (Form 36-292 is on order and delivery is expected before 30 September 1954). List all deposits first and then all withdrawals using an appropriate heading card to indicate the action. For the last quarter of the year prepare this listing in addition to the complete inventory, mentioned in paragraph "a" above.

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g. Starting with the quarterly report for 30 September 1954 and the annual report for the year ending December 1954 prepare the listing for each office with a control to start a new page for each change in division code.

h. The security classification for the NSC portion of the inventory will be Top Secret and this classification will be hand stamped on each page. The security classification for the combined inventory of all other offices will be "Secret" as preprinted on Form 36-292.

2. It is anticipated that the following advantages will be effected by these changes.

a. Use of a preprinted form with column titles will make the inventory report form more easily understood; particularly since Area Records Officers are not generally familiar with tabulating machine listings.

b. Revision in the size of the form will permit vertical filing in standard cabinets.

c. The quarterly listing of deposits and withdrawals with only an annual complete inventory will greatly reduce the volume of reports and will facilitate checking by the Area Records Officers.

d. Preprinting the security classification on the form eliminates the hand-stamping of approximately 4,500 pages each quarter. (Number of pages in the three copies of the quarterly inventory as presently listed. An estimate of the number of pages after revision is not yet available.

e. The total number of pages in the complete report will be reduced by listing consecutive items as a group instead of as individual items and by discontinuing the practice of starting a new page with each change in file classification.

f. Grouping the items for each Office by Division will make it easier for the Area Records Officers to check the listing with the depositing division.

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